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16 June 1958

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus
FROM : Chief, FBIS
SUBJECT : Letter of Instruction - Part I

EDITORIAL BRANCH COMMENT

1. General

a. Supplements to the Daily Report:

- (1) 30 April - BORBA Report of Aleksandar Rankovic Address to the Yugoslav Party Congress
- (2) 12 May - N.S. Khrushchev's Chemical Industry Report to the CPSU Central Committee
- (3) 19 May - World Radio and Press Reaction to Vice President Nixon's Latin American Tour
- (4) 28 May - N.S. Khrushchev's Speech at Warsaw Treaty Meeting
- (5) 29 May - Liu Shao-chi's Report to Second Session of Eighth CCP Congress

b. A new list of broadcast logographs was recently sent to the field. It contains a great many alterations especially in the rendering of brief logos. Editors are urged to consult the new volume frequently until they become fully acquainted with the new standard forms. Attention is particularly directed to the new Section I on construction of point-to-point press logographs.

c. Some field bureaus confuse cue with FYI, using the two indiscriminately. An FYI provides information and normally does not require an answer. A cue alerts headquarters personnel concerning the availability of certain materials and solicits an indication of headquarters needs.

d. Briefs filed for publication in composite Daily Report sections - such as Benelux or the Scandinavian countries - should always have the specific name of the country concerned included in the brief heading or the body of the item.

e. Some field bureaus continue to file takes in excess of the prescribed three Signal Corps pages (i.e., one 10-line and two 20-line pages per take). The primary purpose in establishing this arbitrary limitation was to facilitate the handling of FBIS traffic at ACAN relay stations. But a secondary intent was to ease the processing of copy both in the headquarters Wire and Daily Report areas. The assignment of allocated channels to FBIS has not changed the primary purpose, and deviation creates an operational burden in headquarters.

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f. Time references based on the 24-hour clock should be given in four figure groups without a colon. Thus: 1430 and 2130, not 14:30 or 21:30. The colon is a particular burden in items such as the Soviet satellite timetables which sometimes contain 30 to 40 lines of four-digit time references.

g. The bureaus are urged to consult the Daily Report as a means of achieving consistency with headquarters on the use of quotation marks around generally accepted titles, names, or descriptive cliches. As an example, Eisenhower Doctrine and cold war are not normally inclosed in quotations.

h. The question has been raised regarding use of U.S. press agency material quoted, attributed or referred to by foreign broadcasting stations, particularly in Latin America. FBIS does not monitor U.S. press agencies, and the mere operation of such agencies in a foreign area and language does not relieve us of the responsibility to respect the copyright and communication laws applicable to them. Thus, material observed on, say, a UP or AP transmission from Caracas to Latin America cannot be utilized. However, if a subscriber radio station quotes or uses this same material in a broadcast, FBIS may use in full the material as heard from the voice broadcast. This remains true if the attribution to the press agency is included in the text of the broadcast, or a general attribution to source is made at the beginning or end of a newscast. Once FBIS is quoting or summarizing U.S. Agency source material from a public foreign broadcast, the legal and ethical responsibility toward the U.S. source no longer applies.

2. London Bureau

Copy translated from the German sometimes includes original German terms in parentheses where there is no apparent difficulty in translation and where the original German term is of no special interest. In one recent example the German word "Handwerksleistungen" was added parenthetically, although it can be translated simply as "artisans' production." This device should not be used merely to avoid making a decision about an adequate translation.

3. London and Mediterranean Bureaus

When reception conditions make it impossible for London or the Mediterranean Bureau to provide a full clean text of an important broadcast item which will subsequently be available from Vienna's press scrutiny, it normally would be preferable for Caversham or Kyrenia to file an accurate summary of the item and simultaneously alert Vienna concerning the need for a full text than to forward a spotty and suspect "text" to headquarters which might require subsequent substantial amendment or expansion.

4. All Far East Bureaus

a. Bureaus monitoring Far Eastern transmitters are to be commended for their highly successful efforts to reduce duplication in coverage. This very success, however, poses a problem for the Daily Report in that more and more

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reliance now seems to be placed on filing the English-language versions of items emanating from communist transmitters. Many of our consumers are extremely interested in the beaming pattern of critical broadcasts. Our recent dependence, in many cases, on versions broadcast in English leaves many of our readers wondering whether the item was also broadcast in the native language and in other Far Eastern vernaculars.

As a means of coping with this problem, active cooperation of the bureaus is requested, through the filing of FYI's advising headquarters of the beaming patterns of the more important pronouncements, such as the recent PEOPLE'S DAILY and NODONG SINMUN editorials on revisionism and Tito, or the CPR Foreign Ministry statement and subsequent PEOPLE'S DAILY editorial on foreign interference in Indonesia. All of these were filed from NCNA or KCNA English-language transmissions, although they were of course also broadcast to domestic and foreign audiences. In most instances, the demand for speed in publishing such materials precludes waiting for the consolidated commentary lists prepared primarily for RPB use. Field initiative and alertness will make it possible for us to provide the reader with observations on the broadcast distribution of the item together with the text of the item itself.

b. Occasional failure on the part of the Far East bureaus to supply the BBC relay indicator continues to create difficulties for headquarters wire and communications operations. It is important to remember that under present operating procedures the BBC will not receive an item which fails to carry the indicator.

5. Okinawa Bureau

It would be helpful if the bureau would file prompt FYI's concerning forthcoming NCNA Chinese hellschreiber texts of lengthy items previously transmitted in abbreviated form to foreign audiences by NCNA. Space limitations frequently make it expedient to suspend the publication of summaries or excerpts, even of important items, when it is known that a more complete text is available. One means of resolving this problem would be for the field to file the NCNA Chinese hellschreiber logs more expeditiously to coincide with the start of the Editorial Branch work day.

6. Saigon Bureau

The bureau has done a very creditable job of absorbing coverage of the Indonesian radios while meeting regular Vietnamese commitments.

COMMUNICATIONS AND FIELD OPERATIONS

1. All bureaus concerned with ACAN telecommunication engineering reports are advised that as a result of a reorganization in Signal Headquarters at the Pentagon, reports formerly addressed to the attention of SIGAC-6 should in the future be addressed to the attention of SIGCA-2B (note the transposition of letters from SIGAC to SIGCA).

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2. As a result of changing communication reporting requirements placed on FBIS by Government sources, the substance and format of the monthly FBIS Traffic Report will be altered in the near future. Drafts of the new [redacted] are being coordinated with the major relay stations of the FBIS allocated communications system. Bureaus are meanwhile advised that as of now it will no longer be necessary to break down traffic into multi-address and single-address categories; also they are forewarned that message counts (including unnumbered service traffic, etc.) will be additionally required.

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3. Administrative messages are never communicated directly to the BBC but always through the channel of Chief, London Bureau. Therefore in the FBIS allocated communications system, the relay flag to be used in such messages is always LD, even though the ultimate recipient may be in BBC. An administrative message flagged BBC will not only bypass the Chief, London Bureau, but will also disrupt the administrative message check numbering sequence.

4. A recent administrative message exchange between two bureaus which seldom communicate with each other revealed that a message check number had been missed, and it was accordingly serviced. The missing message turned out to have been two months old. Since there is no built-in protection against accidents of this type in cases where replies are not required, it is suggested that such occasional communications be concluded with a request for acknowledgement. If the acknowledgement is not received in 24 hours, the message should then be repeated.

5. All bureaus are reminded of the importance of flagging "copy to [redacted]" on editorial items containing information of significance on any foreign radio operation. Examples are: East Coast Bureau Tass item of 7 May 1105 GMT on Soviet broadcasting developments, the HI2T Trujillo item of 6 May on a clandestine broadcaster in Haiti; the Reuters item of 9 May 2300 GMT on UAR Challenge by Clandestine Radio, the COBC Havana item of 16 May 1057 GMT on Bolivian rebel radio silence; and the AFP item of 26 May 2055 GMT on suspension of contacts between Algiers Radio and RTF stations; and West Coast Bureau Karachi 7 May 1445 GMT on new Pakistani transmitters, ZYB8 Sao Paulo on 26 May 0100 GMT on the anti-Haitian radio broadcasts by the Dominican Republic, and CE960 Santiago 27 May 0400 GMT on the Peronista clandestine radio transmitter.

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FIELD SUPPORT OF THE RADIO PROPAGANDA BRANCH

1. Research done at the Austrian and German Bureaus was collated in a propaganda report on treatment of the Yugoslav Party Congress in major satellite newspapers. An earlier report used Austrian press scrutiny materials in documenting the differences between the Peking PEOPLE'S DAILY's and other bloc papers' attacks on the Yugoslav Party program. FYI's from the Okinawa and West Coast Bureaus contributed to analyses of the Chinese Communist propaganda position on Yugoslav "revisionism."

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S-E-C-R-E-T

16 June 1958

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus

FROM : Chief, FBIS

SUBJECT : Letter of Instruction - Part II

GENERAL

1. An Indonesian monitor, detailed from Okinawa, has successfully provided Sumatran coverage from the Saigon Bureau. It is planned to continue this monitoring at Saigon or at Singapore for as long as rebel stations are audible. Following initial inquiries made on our behalf by the Head, BBC Monitoring Service, the Chief, Saigon Bureau proceeded to Singapore for the purpose of ascertaining whether there are any additional Indonesian stations audible there; establishing local contacts arranged by Mr. Campbell of BBC; and recruiting an Indonesian monitor for service in Saigon.

2. Effective with early issues the Moscow and Peking Trends and Highlights will be amalgamated into a single weekly Trends and Highlights of Communist Bloc Broadcasts and the USSR and Far East Surveys into a single biweekly Survey of Communist Bloc Broadcasts.

3. A contract has been signed for the construction at Camp Strong, Chitose, Hokkaido, of a new operations building with utility connections and site finishing. A separate contract will be signed shortly for the antenna field.

4. The Chief, West Coast Bureau signed a contract with the County of Sonoma, acting for its Flood Control and Water Conservation District, covering the construction of a 4-inch cast iron water line 1306 feet long, to provide water to the Bureau from the District's Aqueduct No. 1. Construction on the aqueduct began on 1 May.

5. Radio Propaganda Reports published in May:

- a. "Chinese Communist Attack on Yugoslav Revisionism: Unprecedented Ultimatum to Yugoslav Party Leadership"
- b. "Treatment of the Yugoslav Party Congress Sessions in PRAVDA and Major Satellite Newspapers"
- c. "Sino-Soviet Propaganda on Bloc Policy Toward the Underdeveloped Areas," in support of a forthcoming National Estimate
- d. "Peking Propaganda on Some Major Issues, as Background for the 1958 Chinese Party Congress"

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FIELD OPERATIONS COMMENT

1. Bureau staffs are reminded that all FBIS teletype traffic is vulnerable to monitoring by communist and other countries. Since the inauguration of the allocated channels this seems an even more distinct possibility. Field as well as headquarters staff personnel should therefore remain thoroughly security conscious in communications at all times, particularly in composing or approving administrative messages.

2. Indications of increasing interest in Latin America since the Nixon tour serve to emphasize the need for improving radio coverage. Within personnel ceiling limitations, this will require increased versatility of personnel and flexibility of intercept operations. The crux of this capability is the monitor. Rigid schedules must not prevent the intercept emphasis from shifting with changing events. The monitor should master operation of the receiver and become ever more familiar with audible Latin American transmitters and cruising techniques. Evidences of this flexibility in the Bureaus have not gone unnoticed or unappreciated, but further development is urged to make the most of variations in reception and technical conditions as well as in political and current affairs of Latin America.

ADMINISTRATION

1. Recent Key Staff Appointments:

<u>Name</u>	<u>Post and ETA</u>	
	Chief, Hokkaido Bureau, June	50X1
	Chief, Austrian Bureau, July	
	Chief, Tokyo Bureau, August	
	Chief, East Coast Bureau, September	
	Chief, Saigon Bureau, September	
	Deputy Chief, Okinawa Bureau, October	

2. Bureau chiefs reporting by teletype the arrival and departure of official visitors traveling overtly and belonging to the Office of Operations or to the BBC, should refer to these visitors by name, unless advised by them or by this office not to do so. The title should not be associated with the name. In reporting the visits of other Agency or Government officials, bureau chiefs should be governed by the expressed wish of the individuals concerned.

3. Unless early reservations so require, travel order requests should not be submitted as far in advance as six months. Submission of requests 60 to 90 day's prior to travel will avoid administrative complications.

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4. Transmittal of routine foreign personnel actions need not be by memorandum. A transmittal slip should be used or an envelope marked for attention of the Administrative Officer.

5. The following FBIS regulatory issuances were released during the month of May:



50X1

PERSONNEL CHANGES

1. Personnel Entering on Duty



Assignment

Editor, Ed. Br.
Editor, Ed. Br.
Teletype Opr., Ed. Br.
Teletype Opr., Ed. Br.

50X1

2. Reassignments



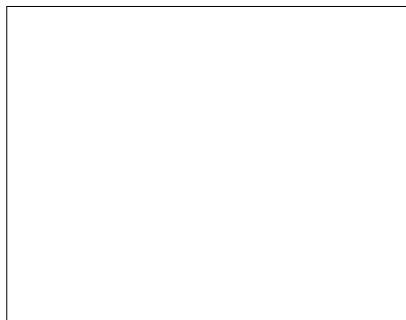
From

To

Ed. Br. Med. Bur.
Ed. Br. WCB
Saigon Bur. Ed. Br.
WCB Med. Bur.
Austrian Bur. Ed. Br.

50X1

3. Separations



From

Monitor, WCB
Clerk, Ed. Br.
Clerk-Typist, Ed. Br.
Editor, Med. Bur.

50X1

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